FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

News > General > COM Event Submission form

COM Event Submission form

2026-01-21 - Jeff Clark - General

To ensure the Dean and Dean's Office remain informed of all activities across the College, we are creating a central calendar of upcoming events. This will help support consistency, efficiency, and alignment with college-wide goals.

To make this process smooth, please share all events—whether large-scale or small gatherings, even if just for awareness—once details are confirmed.

When submitting your event, please include:

• Date

• Event Name

• Time - Actual event start time

• Whether the Dean’s attendance is requested and arrival time (e.g., if earlier)

• Location

• Audience

• Brief Summary (2–3 sentences)

• Department

• Staff Contact

• Notes

Submission Link: **CLICK HERE**

For any question. please contact

Haley Barnes

Manager, Events

Schmidt College of Medicine

Office: (561) 297-2371

barnesh@health.fau.edu